Program Articulation Procedures

1. An Indiana State academic department, Degree Audit and Transfer at ISU, or a cooperating institution may initiate the development of a program articulation.

2. Degree Audit and Transfer will establish the initial exchange of information between the two institutions. This information may include:
   a. Program descriptions
   b. Course outlines
   c. Catalogs

3. After review of the materials outlined above, both institutions will begin discussions in a meeting organized by Degree Audit and Transfer.

4. After this preliminary meeting, Degree Audit and Transfer will draft a proposed program articulation agreement with consultation with the appropriate ISU department. All course articulations will be verified with the appropriate ISU department and against the DARS master transfer articulation tables.

5. Degree Audit and Transfer will send this agreement to the cooperating institution for comment and review.

6. If necessary, additional meetings will be coordinated by Degree Audit and Transfer with the appropriate ISU department and/or the cooperating institution to finalize the agreement.

7. After finalization, approval signatures will be obtained in the following order:
   a. Appropriate ISU department chair
   b. ISU college dean
   c. Partner institution
   d. ISU Provost

8. After approval at both institutions, the program articulation will be published in Academic Notes at Indiana State University.

9. Copies of the agreement will be posted to the Transfer Central web site.

10. The original, signed copy of the program agreement will be maintained in Degree Audit and Transfer.

11. Degree Audit and Transfer will review all program articulations every three years. A review may also be initiated at any time by either ISU or the partner institution. Any necessary updates will follow the steps outlined above.

12. Agreements may be eliminated at any time by either institution through a formal request to Indiana State University.